



Office of Public Instruction
Linda McCulloch
Superintendent
PO Box 202501
Helena, MT 59620-2501

**Civil Rights Review
Accessibility Self-Evaluation**

School District _____ **Building** _____

Person/Title Completing Evaluation _____ **Date** _____

Instructions:

- Complete the accessibility checklist using the standards appropriate for the age of the building/addition.
- Record findings such as measurements in the "Measurement/Notes" column and mark whether or not the findings are in compliance with the appropriate standards. Please provide a statement of clarification or further explanation where needed.
- If more than one building is being evaluated, use a separate evaluation for each building. (copy form as needed)
- Attach a floor plan of the building for which this evaluation is being completed. Indicate years of construction/renovation on the floor plan.
- **Return this completed evaluation to the Office of Public Instruction Compliance Specialist prior to the on-site review.**
- Keep a copy for your records.

.....
I hereby certify the accuracy of the information submitted on this form.

Signature

Date

☐

Superintendent

☐

Other _____

Civil Rights Review

Accessibility Self-Evaluation

For construction beginning after January 26, 1992, a district must choose either UFAS or ADAAG standards. It is not permissible to use UFAS for one element and ADAAG for another.

| | Measurement/Notes | Meets Require ments | Existing Facility Construction began on/before June 3, 1977 | ANSI (6/77) Construction began after June 3, 1977 and on/before January 18, 1991 | UFAS (1/91) Construction began after January 18, 1991 and on/before January 26, 1992 (UFAS standards required) Construction began after January 26, 1992 (choice of UFAS or ADAAG) | ADAAG (1/92) Construction began after January 26, 1992 (choice of UFAS or ADAAG) |
|--|-------------------|---------------------------|---|--|---|--|
| PARKING | | | | Cite 4.3 | Cite 4.6 | Cite 4.6 |
| Number of accessible spaces | | | Program is readily accessible when viewed in its entirety | No required number; however, the number of accessible spaces should be based on frequency and persistency of parking needs | Total Spaces 1-25 /1 26-50 /2 51-75 /3 76-100 /4 101 – 150 /5 151 – 200 /6 201 – 300 /7 301 – 400 /8 401 – 500 /9 501 – 1,000 /2% 8 ft. plus 5 ft. access | Same as UFAS |
| Measurement of spaces | | | | 12 ft. wide | 8 ft. plus 5 ft. access | Same as UFAS 1 to 8 accessible spaces must be 16 ft. (van-accessible) |
| Spaces identified with International Symbol of Accessibility | | | | Required | Required | Required |
| Closest to accessible entrances | | | | Required | Required | Required |
| Parking surface is smooth | | | | Required | Required | Required |
| Clear and safe path from parking spaces to accessible route | | | | Required | Required | Required |
| ACCESSIBLE ROUTE/WALK | | | | Cite 4.2 | Cite 4.3/4.4 | Cite 4.3/4.4 |
| Path of travel is stable, firm, slip-resistant, and accessible to entrance | | | Program is readily accessible when viewed in its entirety | | | |
| Path width | | | | Required minimum 4 ft. wide | Required minimum 3 ft. wide | Required minimum 3 ft. wide |
| Path of travel has a continuing surface not interrupted by steps or abrupt changes in level | | | | Required | Required | Required |
| Path of travel blends at driveways and parking lots or have curb cuts at driveways and parking | | | | Required | Required | Required |
| All objects protruding into the route can be detected by a visually disabled person using a cane | | | | | Leading edges between 27" and 80" above finished floor shall protrude no more than 4." Objects with leading edges at or below 27" may protrude at any amount. | Same as UFAS |

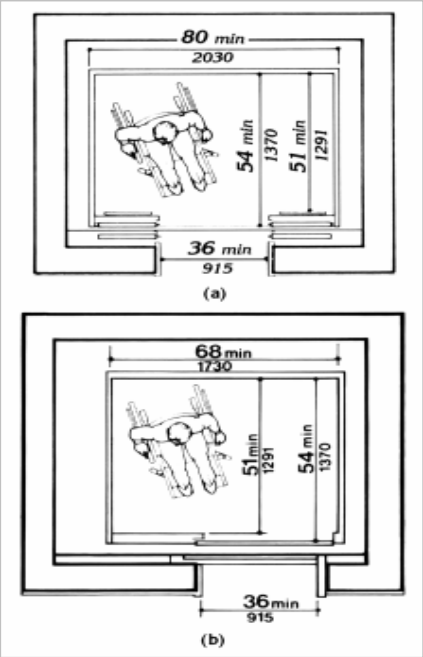
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|--|-------------------|---------------------------|---|--|---|---|
| RAMPS | | | | Cite 5.1 | Cite 4.8 | Cite 4.8 |
| Maximum slope | | | Program is readily accessible | 1:12 non-slip surface level platforms at 30 foot intervals | Same | Same (slopes of 1:16 or 1:20 are preferred but not required) |
| Clear width | | | when viewed in | 36" | 36" | 36" |
| Handrail (Height) | | | its entirety | 32" high measured from ramp surface | 30" – 34" | 34" – 38" |
| Number of handrails | | | | at least one | Both sides (if rise is greater than 6") | Both sides (if rise is greater than 6") |
| Handrail has smooth surface and extends lift beyond top and bottom of ramp | | | | Required | Required | Required |
| Level landings at top and bottom of ramp | | | | Top 5' X 5'; Bottom 6' straight clearance | Top 5'; Bottom 5' clearance | Top 5'; Bottom 5' clearance |
| ENTRANCES | | | | Cite 5.2 | Cite 4.14 | Cite 4.14 |
| One primary entrance is usable by individuals in wheelchairs | | | Program is readily accessible | Required | Required | Required |
| One primary entrance provides individuals in wheelchairs access to elevators | | | when viewed in its entirety | Required | Required | Required |
| Entrances clearly marked with International symbol of Accessibility | | | | Required | Required | Required |
| DOORS AND DOORWAYS | | | | Cite 5.3 | Cite 4.13 | Cite 4.13 |
| Minimum clearance | | | Program is readily accessible | 32" | Same | Same |
| Door opening force | | | when viewed in | Operable by single effort | 5lb/f | 5lb/f |
| Thresholds at doorway | | | its entirety | Exterior ¾" Interior ½" maximum | Same | Same |
| Maneuvering clearance | | | | Both sides of door are level with 60" clearance in direction door swings | 42" – 60" | 42" – 60" |
| ELEVATORS | | | | Cite 5.9 | Cite 4.10 | Cite 4.10 |
| Call button hallway | | | Program is readily accessible | 48" from floor | 42" up button must be on top and sound once; down button sounds twice | Same as UFAS |
| Hall lantern | | | when viewed in | | Must be visible and audible – audible once for up and twice for down | Same as UFAS |
| Doors | | | its entirety | 32" wide | 36" wide automatically opens and closes-reopening devise for obstructions 5" and 29" from floor | Same as UFAS |
| Raised characters | | | | Accessible and usable | Raised characters on hoist way 60" on both jambs above finish floor | Same as UFAS - additionally specifies tactile must be raised and Braille characters and symbols |

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|------------------------|-------------------|---------------------------|---|--|---|---|
| Car controls | | | | Accessible and usable | 48" to 54" maximum tactile and visual control indicators-all control buttons designated by raised characters and symbols to the left of buttons-main floor a star emergency buttons no less than 35" | Same as UFAS - additionally specifies tactile must be raised and Braille characters and symbols |
| Car position indicator | | | | Accessible and usable | In car above control panel or door, a visual indicator shows the position of the car – illuminates and an audible signal sounds when car stops on a floor verbal announcement of floor #s at which car stops or passes may be substituted | Same as UFAS |
| Floor plan | | | | Minimum of 60" x 60" | Clearance between hoist way and car platform no greater than 1.25" | Same as UFAS |
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|---|-------------------|---------------------------|---|--|---|---|
| Emergency communications | | | | Accessible and usable | If provided, no higher than 48" from floor of car; have raised letters; not required voice communication | Same as UFAS |
| LIFTS | | | | | Cite 4.11 | Cite 4.11 |
| Does lift facilitate unassisted entry and exit? | | | Program is readily accessible when viewed in its entirety | Required | Required | Required |
| DRINKING FOUNTAINS | | | | Cite 5.7 | Cite 4.15 | Cite 4.15 |
| Number accessible | | | Program is readily accessible when viewed in | Appropriate number must be accessible | If only one, must be accessible; if more than one, 50% of total number must be accessible | Same as UFAS |
| Location on an accessible route | | | its entirety | Required | Required | Required |
| Height of spout no higher than 36" from floor | | | | Required | Required; also is the flow high enough for the insertion of a cup or glass | Required; also flow of spout is positioned so the flow of the water is within 3" of the front of the fountain |
| Controls mounted on the front or side, near the front edge, and operable with a closed fist | | | | Required | Required | Required |
| WARNING SIGNAL | | | | Cite 5.12 | Cite 4.28 | Cite 4.28 |
| Visual alarm | | | Program is readily accessible when viewed in | Required | Required; also flashing light | Required; also flashing Xenon strobe, clear or nominal white in color |
| Audible alarm | | | its entirety | Required | Required; also sound exceeds the prevailing sound level in the room | Same as UFAS |
| ASSEMBLY/MEETING/CONFERENCE ROOMS | | | | | Cite 4.33 | Cite 4.33 |
| Accessible route to the assembly area | | | Program is readily accessible when viewed in | Requires appropriate number | | |
| Accessible route to the wheelchair designated seats | | | its entirety | | | |

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|---|-------------------|---------------------------|---|--|---|--|
| Number of wheelchair locations | | | | | Capacity/# Wheelchairs | Capacity/# Wheelchairs |
| | | | | | 50 to 75/3 | 4 to 25/1 |
| | | | | | 76 to 100/4 | 26 to 50/2 |
| | | | | | 101 to 150/5 | 51 – 300/4 |
| | | | | | 151 to 200/6 | Over 500/6 + 1 for each total seating increase capacity of 100 and disperse comparable seating |
| | | | | | 201 to 300/7 | |
| | | | | | 301 to 400/8 | |
| | | | | | 401 to 500/9 | |
| | | | | | 501 to 1,000/2% | |
| | | | | | Over 1,000/20 +1 for each 100 over 1,000 | |
| Accessible route connecting seating locations to performing area, stages, and other spaces used by actors | | | | | Required | Required |
| Audio-amplification for hearing impaired | | | | Accessible and usable | Listening devise to accommodate a reasonable number of people, but no fewer than 2 with severe hearing loss; If accommodation is fixed, is it within 50' of stage | Same as UFAS |
| PUBLIC TELEPHONES | | | | Cite 5.8 | Cite 4.31 | Cite 4.31 |
| Wheelchair accessible | | | Program is readily accessible when viewed in its entirety | If public phone provided, appropriate number must be accessible and usable | If public phone provided, there must be a clear floor space of at least 30" x 48" in front of at least one | Same as UFAS |
| | | | | | The highest operable part of the phone can be no higher than 48" (up to 54" if side approach is possible) | |
| Accessible to hearing impaired | | | | Required | Push button controls | Required |
| Hearing aid compatible phone | | | | | Required | |
| Volume control | | | | | | |
| Text telephone | | | | | | Access to a TDD |
| | | | | | | Directional signage |

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| RESTROOM FACILITIES | | | | Cite 4.1, 4.22, 4.23 | Cite 4.1, 4.22, 4.23 | Cite 4.1, 4.22, 4.23 |
| Availability and number | | | Program is readily accessible when viewed in its entirety | Appropriate number in accordance with the nature and use of a specific facility | If toilet facilities are provided, all available toilet rooms should be accessible. | Same as UFAS |
| Number Female | | | | | | |
| Number Male | | | | | | |
| Accessible Route | | | | Accessible and usable | Cite 4.22 Accessible toilet rooms shall be on an accessible route. | Cite 4.22 Same as UFAS |
| Signage | | | | Cite 5.11 Appropriate identification | Cite 4.1, 4.30 Interior signage shall be located alongside the door at a height of between 54" and 66" | Cite 4.1, 4.30 Signage should designate accessible toilet facilities when not all are accessible. The signage shall be at a height of 60" |
| Doorways and passages | | | | Cite 5.3 Door shall have a clear opening of no less than 32" when open, be operable by a single effort | Cite 4.1, 4.2, 4.13 Doorways shall have a minimum of 32" clear space, be equipped with accessible handles mounted no higher than 48" with a door opening of 5LBF. There shall be a 36" wide path to all fixtures | Cite 4.1, 4.2, 4.13 Same as UFAS |
| Foyer | | | | Accessible and usable | Cite 4.13.7 Minimum space between two doors in series (foyer) shall be 48" plus the width of any door swinging into the | Cite 4.13 Same as UFAS |
| Clear floor space | | | | Cite 3.2, 5.6 Toilet rooms shall have an average turn space of 60" by 60" | Cite 4.16, 4.22 Same as ANSI, or a T-shaped space permitting a 180 degree turn (4.2.3) | Cite 4.16, 4.22 Same as UFAS |
| Urinals | | | | Cite 5.6.5 Wall-mounted opening of basin 19" from the floor; floor-mounted – level with the floor | Cite 4.18 Stall-type or wall-hung with elongated rim at a max. of 17" from the floor. A clear floor space 30" by 48" shall be provided in front of urinal to allow forward approach. | Cite 4.18 Same as UFAS |

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| Lavatory | | | | Cite 5.6.3 Lavatories shall have narrow aprons, mounted at a height usable by persons in wheelchairs. Hot water pipes shall be covered. | Cite 4.19, 4.27.4 Lavatories shall be mounted with rim or counter surface no higher than 34" above the floor with a clearance of at least 20" above the floor to the bottom of the apron. A clear floor space of 30" by 48" shall be provided in front of lavatory to allow forward approach. Hot water pipes shall be covered. Faucets shall comply with 4.27.4. | Cite 4.19 Same as UFAS |
| Mirrors | | | | Cite 5.6.4 Mounted no higher than 40" above the floor, measured from the bottom of the mirror | Cite 4.19.6 Bottom edge of reflecting surface no higher than 40" above the floor | Cite 4.19.6 Same as UFAS |
| Stalls | | | | Cite 5.6 At least one stall shall be 36" wide and 56"-60" deep | Cite 4.17.3 Stalls shall be 60" wide. Stalls with a minimum depth of 56" shall have wall-mounted water closets (toilets). By increasing the depth to 59," the water closet may be floor mounted. Arrangement of the toilet stall can vary | Cite 4.17.3 Same as UFAS |
| Stall Doors | | | | Cite 5.6 32" wide swings out | Cite 4.17.5, 4.13 32" wide, swings out, with accessible hardware | Cite 4.17.5, 4.13 Same as UFAS |
| Grab bars | | | | Cite 5.6 On each side, 33" high and parallel to the floor, 1 ½" in outside diameter, with 1 ½" clearance between rail and wall | Cite 4.17.6, 4.26 Depending on arrangement of stall, grab bars should be mounted on both sides or on at least one wide and at the back of the stall, 33"-36" from the floor, and of appropriate length. Diameter of 1 ¼" to 1 ½" mounted 1 ½" from the | Cite 4.17.6, 4.26 Same as UFAS |
| Toilet Seat (Water Closet) | | | | Cite 5.6 20" from floor to top of toilet seat | Cite 4.16 17" to 19" from floor to top of toilet seat. Flush controls shall be mounted no more than 44" high. Toilet paper dispensers shall be mounted within reach and at least 19" from the floor | Cite 4.16 Same as UFAS |

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| Controls and dispensers | | | | Cite 5.6.6 Toilet rooms shall have an appropriate number of towel racks, towel dispensers and disposal units mounted no higher than 40" from the floor. | Cite 4.22.7, 4.27, 4.2 If controls, dispensers, receptacles, or other equipment is provided, at least one of each shall be within the ranges specified in 4.2.5 and 4.2.6 . Forward reach – high 48"; low – 15"; side reach – high 54"; low 9". | Cite 4.22.7, 4.27, 4.2 Same as UFAS |
| FOOD SERVICE | | | | | | |
| Seating, Tables, and Work Areas | | | Program is readily accessible when viewed in its entirety | Accessible and usable | Cite 4.32, 4.1 If fixed or built-in seating or work surfaces are provided in accessible spaces, at least 5%, but not less than one, must comply with 4.32. Seating at these spaces should have appropriate floor space and knee clearance of at least 27" high, 30" wide, and 19" deep. The top of the work surface should be 28" to 34" from the floor. | Cite 4.32, 4.1 Same as UFAS Additionally, an accessible route shall lead to and through such fixed or built-in seating areas or tables. |
| Number accessible | | | | | | |
| Floor space | | | | | | |
| Knee clearance | | | | | | |
| Height | | | | | | |
| Facilities Seating | | | | | Cite 5.1, 4.32, 4.3 | Cite 5.1, 4.32 |
| Number | | | | Accessible and usable | At least 5% of all fixed seating or tables shall comply with 4.32 with appropriate clear floor space, knee clearance of at least 27" high, 30" wide, and 19" deep, with tops of tables 28" to 34" from the floor. | Same as UFAS, except where separate areas are designated for smoking, the required number of tables shall be proportionately distributed. In new construction, and where practicable in alterations, accessible tables shall be distributed throughout the facility. |
| Food service lines | | | | Accessible and usable | Cite 5.2 Minimum clear width of 36" (preferred 42"), tray slides no higher than 34" above the floor | Cite 5.5 Same as UFAS |
| Tableware and condiment areas | | | | Accessible and usable | Cite 5.3 Reach should be no more than 54" | Cite 5.6 Same as UFAS |

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| LIBRARIES | | | | | | |
| Site area | | | Program is readily accessible when viewed in its entirety | Accessible and usable | Cite 8.1 through 8.5 In addition to the requirement of 4.1 and 4.33, the design shall comply with 8.1 through 8.5. | Cite 8.1 through 8.5 Same as UFAS |
| Reading and study areas | | | | | Cite 8.2 | Cite 8.2 |
| Number of units of Fixed Seating Tables Study Carrels | | | | Accessible and usable | At least 5% or a minimum of one of each unit of fixed seating, tables, or study carrels shall be accessible. Clearances between the tables or study carrels shall be accessible | Same as UFAS |
| Check-out areas | | | | | Cite 8.3 | Cite 8.3 |
| Number of checkout lines | | | | Accessible and usable | At least one lane at each check-out area shall comply with 4.32 with appropriate floor space, knee clearance, of at least 27" high, 30" wide, and 19" deep, with top of counter | Same as UFAS |
| Card catalogs | | | | | Cite 8.4 | Cite 8.4 |
| | | | | Accessible and usable | Minimum clear aisle space at card catalog, magazine displays, or reference stack shall be 36" wide. Maximum reach height preferred – 48" | Same as UFAS |
| Stacks | | | | | Cite 8.5 | Cite 8.5 |
| | | | | Accessible and usable | Minimum clear aisle width between stack, 36" minimum; preferred – 42". Shelf height in stack areas is unrestricted. | Same as UFAS |